

**Agenda for Michigan Transportation Workshop
Friday, October 8, 2004
Lake Michigan and Lake Huron Conference Rooms
Secondary Center**

9:00 a.m. – 9:30 a.m. Office of Information Management Presentations

- FieldManager: Kevin Fox
- CRASH: Jack Benac
- Questions & Answers

9:30 a.m. – 9:40 a.m. Purpose of the Workshop: John Polasek

9:40 a.m. – 10:20 a.m. Bureau of Finance and Administration: Myron Frierson

- Overview Uses of Michigan Transportation Fund's Revenue – Budget Discussion
- How are the MTF funds used in the Bureau of Finance?
(Financial Services, Financial Operations and Technological Services)
- Questions & Answers

10:20 a.m. – 10:30 a.m. BREAK

10:30 a.m. – 11:10 a.m. Bureau of Transportation Planning: Laura Nelhiebel

- How are the MTF funds used in the Bureau of Transportation Planning?
(Planning Services, Regional Planning Grants and Asset Management)
- Questions & Answers

11:10 a.m. – 11:30 a.m. Bureau of Highways - Development/Design Support Area/Local Agency Programs: Rudy Cadena

- How are the MTF funds used in the Bureau of Highways - Development/Design Support Area/Local Agency Programs? (Program Services)
- Questions & Answers

11:30 a.m. – 11:45 a.m. Bureau of Highways - Development/Real Estate Support Area: Kelly Ramirez

- How are the MTF funds used in the Bureau of Highways - Development/Real Estate Support? (Program Services)
- Questions & Answers

11:45 a.m. – 12:00 p.m. Bureau of Highways – Delivery/Construction Support Area: Andre Clover

- How are the MTF funds used in the Bureau of Highways -Delivery?
(Engineering Operations)
- Questions & Answers

12:00 p.m. – 12:15 p.m. Bureau of Multi-Modal: Deb Brown

- How are the MTF funds used in the Bureau of Multi-Modal?
(Railroad Grade Crossings)
- Questions & Answers

Final Comments – CRAM representatives

2004

MTF Workshop

October 8, 2004

MDOT Secondary Complex

Lansing, Michigan



FieldManager Suite of Software

Presenter:
Kevin Fox

MTF Informational Workshop
October 8, 2004

What is FieldManager?

FieldManager is a suite of software used to manage and track road, bridge and airport construction projects in the field. It can be used by State Department Of Transportation field offices, local government agencies, engineering firms, and construction contractors.

Business Functions Include

- Work Item Progress
- Inspector's Daily Reports
- Contractor Payments
- Contract Modifications
- Material Usage
- Stockpile Management
- Project Finalizations

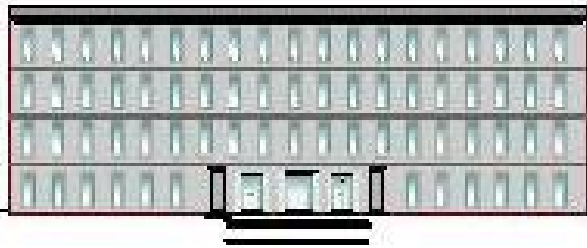
FieldManager Suite Components

- FieldManager is main component in group of allied companion products
- FieldBook enables inspectors at construction sites to create inspector daily reports using a laptop computer
- FieldPad enables inspectors at construction sites to create inspector daily reports using a hand held device
- FieldBuilder allows construction projects to be entered directly into FieldManager
- FieldNet is the communications link between the various components and central office software

FieldManager™

PROCESS FLOW

DOT Central Office



DOT Field Office, Local Agency
Office or Consultant Office

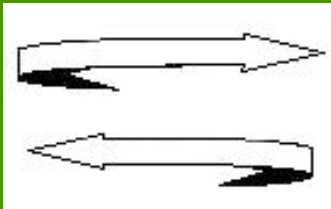


Construction Site



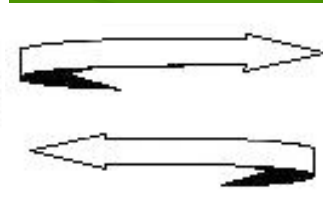
Trns*port CAS / FieldBuilder

FieldNet



FieldManager

FieldNet



FieldBook / FieldPad



Work Load

- Over 2000 users at 285 facilities in Michigan:
 - 41 MDOT field offices
 - 130 counties and cities
 - 114 private firms
- FieldManager used for all MDOT let contracts
 - \$1.3 - \$1.5 billion annually
 - Over \$7.5 billion since roll-out
- Most locals and private firms also use FieldManager for their non-MDOT projects (FieldBuilder / MERL)

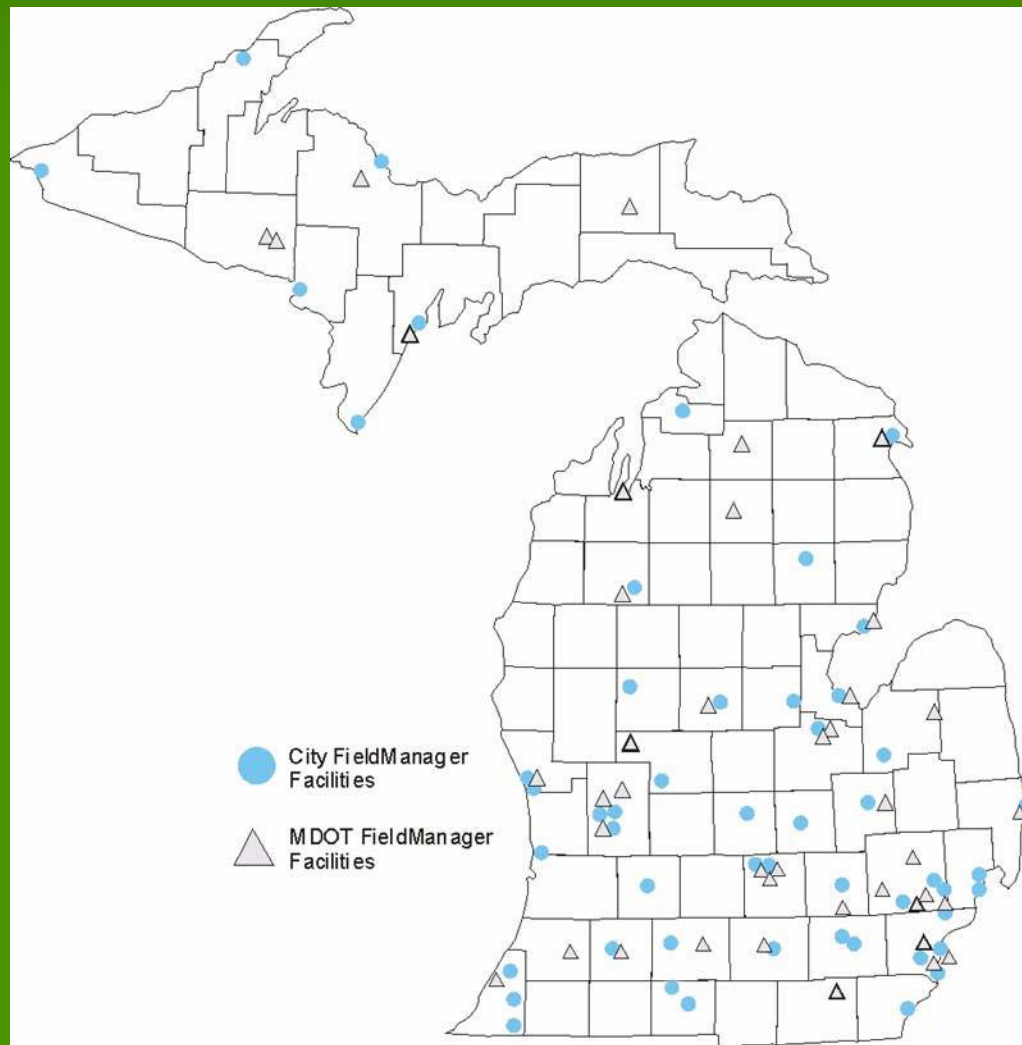
County FieldManager Facilities

March 10, 2004



MDOT/City FieldManager Facilities

March 10, 2004



Benefits

- Saves Michigan \$21.9 million per year in hands-on time
- More thorough and accurate project documentation
- Far fewer errors
- Common tool for MDOT, locals, and consultants
- Standardized process statewide
- Improved enforcement of rules/procedures
- More timely information
- Faster contractor payments & project finalizations
- Visit www.fieldmanager.com for further information

Distribution & Support

- MDOT's FieldManager Services Contract for Michigan Locals provides:
 - Copy of software
 - New releases
 - Software support
- Services provided by Info Tech, Inc.
- Locals can contact Info Tech at 352-381-4400 or info@infotechfl.com

Training

- Two-day classes offered on as needed basis
- To sign up for a class - contact:
 - Terri LaVoy at 517-322-6792 or lavoyt@michigan.gov
 - Therese Binkley at 517-322-1741 or binkleyt@michigan.gov

MDOT's FieldManager Help Desk

- Available for FieldManager issues pertaining to MDOT
 - How to use software for specific MDOT business practices
 - Enhancement ideas and suggestions
 - File a complaint
- Contact Help Desk at 517-322-1556 or:
fieldmanager-admin@michigan.gov

New Releases Annually

- Release 3.3 – current production release
- Release 3.4 – planned for early 2005
- Release 4.0 – planned for 2005/2006 (will require internet access)
- Release 4.1 – planned for 2006/2007

Focus On Users

- Users involved extensively throughout each project
- Many functions & ideas based on suggestions from local agencies
- Participation by local agency users is critical success factor
- Local agencies should have a sense of ownership

Special Thanks!

- Current Local/Consultant User Team:
 - Sandra Aldrich – Macomb County Road Comm.
 - Wayne Harrall – Kent County Road Comm.
 - Mary Beth Jack – Fleis & Vandenbrink
 - Doreen Keyes – HNTB Companies
 - Stu Laakso – FTC&H
 - Kimberly Reno – BMJ Engineers & Surveyors
 - Tia Thomas – The Abonmarche Group

Use Beyond Michigan

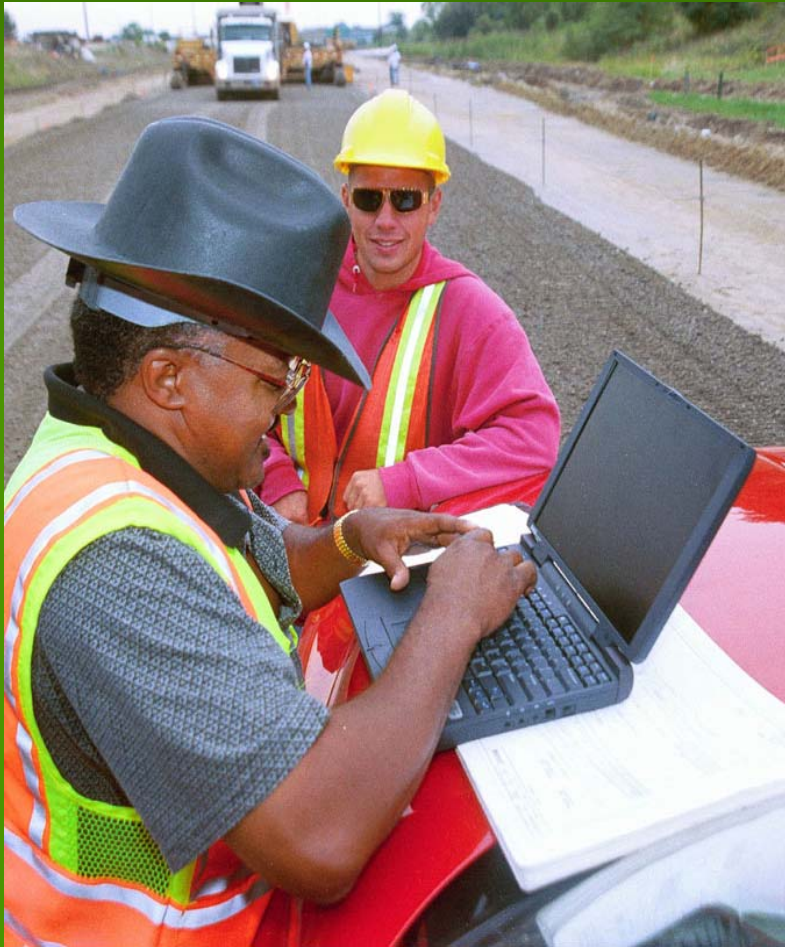
- Jointly owned by MDOT and Info Tech, Inc.
- AASHTO and Info Tech have marketing rights
- Licensed by many DOTs, local agencies and private firms nationwide
- Marketing provides Michigan many benefits
 - Take advantage of outside investments
 - Software functionality uses “best business practices”
 - Software is more stable due to expanded user base
 - Helps ensure FieldManager continues to evolve and grow

Winner Of Nationwide Awards

- 2003 Computerworld Honors 21st Century Achievement Award
- 2003 Computerworld Honors Laureate
- 2002 CIO Magazine Enterprise Value Award
- 2002 Center for Digital Government – Best in Breed Award

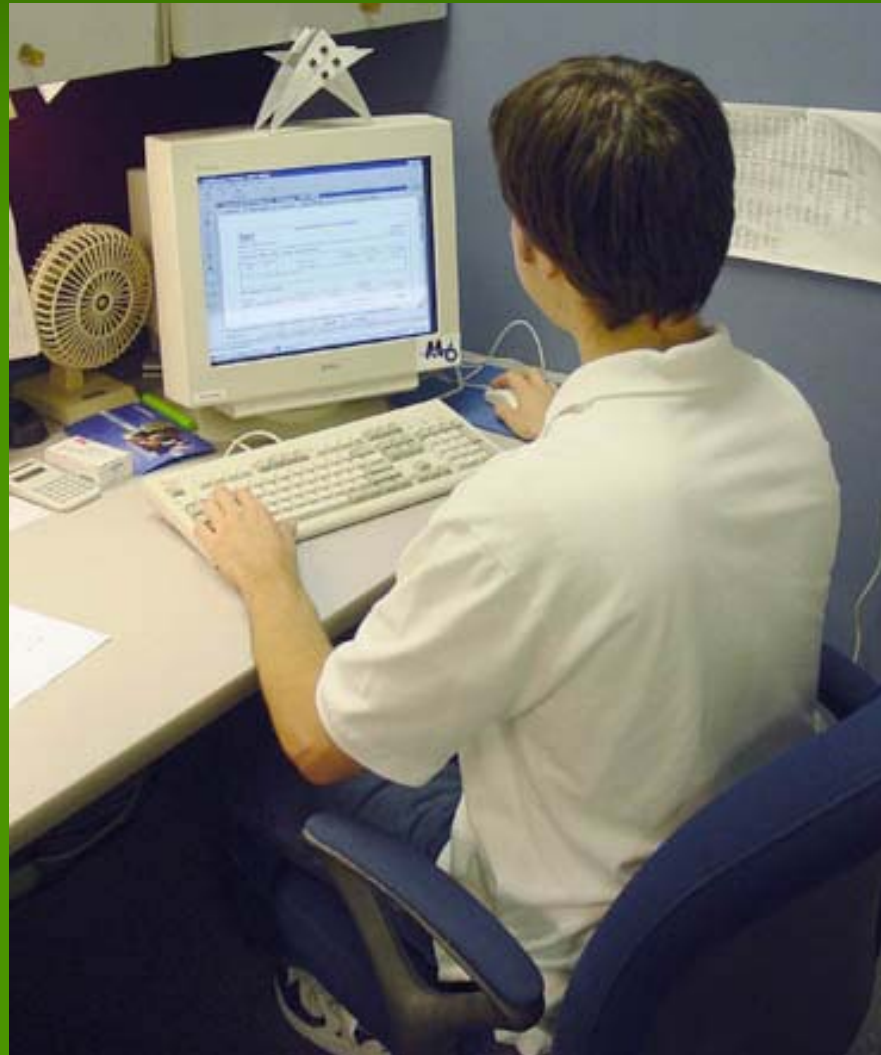
Costs

- FieldManager developed at no cost to MTF
- MDOT, AASHTO, Info Tech and other state DOTs funded initial development and upgrades
- FieldManager Services Contract for Michigan Locals
 - Last year's costs approx. \$80,000
 - MTF funds used if money remaining at end of year in IDG to Dept. of Information Technology
 - Total amount of MTF funds in IDG is \$35,200



FieldManager In Action

FieldManager On Desktop



FieldBook



FieldBook - Steering Wheel Mount



FieldBook - Floor Mount



FieldManager & FieldBook On Same Unit Using Docking Station



FieldManager & FieldBook On Same Unit Using Network Cable



FieldPad



FieldPad





Questions

Kevin Fox
System Administrator
MDIT/MDOT
517-322-6223

foxk@michigan.gov

CRASH

Presenter:

Jack Benac

OVERVIEW

- Crash Process Redesign (CPR) Project
- Partnerships
- Accomplishments
- The Future
- Benefits
- Costs
- Customer Feedback

Project Objectives

- Commitment to Improving Crash Data
- Partnership-State Government & Local Stakeholders
- Multi Phase Project
- Provide new Infrastructure (Platform and Tools)
- Improved Data Capture (Paper & Electronic)
- Improved Data Accessibility by Customers/Clients

PARTNERSHIPS

- State: MSP, OHSP, MDOT, MDOS, MDIT, & DNR
- Federal: NHTSA, FHWA, TRB, & Federal Motor Carrier
- Statewide Law Enforcement
- County Road Commissions and City Governments
- Universities: U of M, MSU, MTU, WSU
- Metropolitan Planning Organizations (MPOs)
- Insurance Companies
- Automobile Industry
- Media

ACCOMPLISHMENTS

- Reduce handling effort for processing crash forms
- Provided MSP with a new client server processing system
- Improved interface with MDOS – Vehicle/Driver Data
- Law Enforcement – WEB Access to crash forms/data
- State Government – Single Data Warehouse
- External Customers – data on demand
- 11 years of crash data available (4.5 Million Crashes)
- New Data Entry System
- Acceptance Enforcement of electronic data from Law

THE FUTURE

- New Location Processing system
- Incident Mapping tool for use within the Patrol Car
- Improved Data Quality
- WEB Application Enhancements
- Improved data Accessibility for External Data Customers

BENEFITS

- Saves Michigan \$4.5 million over 3 years
- Personnel – Now, 8 people process all crashes and locate 93% with only a week delay between receipt and posting to the database. Before – 12 people processed data with as much as a 6 month delay, only 75% of crashes were located
- Database – Now, one database serves all customers. Before, three separate databases were in place with inconsistencies, separate infrastructure, and support requirements.

BENEFITS

- **Quality** – Now, data is processed through 400+ data edit checks. Before, no data quality processes were in place.
- **Timeliness** – Now, 11 years of data available to all state customers on demand. External customers can receive data overnight. Before, data was distributed to all customers on an annual basis.
- **Document Management** – Now, all crash reports are available within the database. Before, crash reports only available on microfilm.
- **Web Access** – Now, providing agencies access data on line and receive up to date information on the quality of their data.

COSTS

- System developed at no cost to MTF.
- Development funded totally by Federal Traffic Safety grants.
- Operational budget supported by shared agreement between MDOT, MSP, and MDOS
- MDOT share provided from the MTF after distribution formula is applied. No cost to the Local Agency portion of the MTF.

CUSTOMER FEEDBACK

“I cannot say enough about the whole team’s involvement with MDOS. The project team’s ability to work with and understand the testing at MDOS was top-notch.”

“The system is absolutely fantastic!”

“It is impressive what has been done with a fairly limited budget and a project of this magnitude.”

“Communication on this project has been better than any similar effort I have been involved with in over 30 years of contact with state government.”

“I have nothing but praise for the handling of this project.”

QUESTIONS

Jack Benac
MDIT/MDOT
Project Manager
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517-335-2975

2004 MTF Workshop

October 8, 2004

Lansing, Michigan

John Polasek, P.E.

Engineer of Development

Reasons for MTF Workshop

- This Workshop is a step in the process of maintaining and improving the partnering relationship between CRAM, MML, and MDOT
- The Workshop affords an opportunity for MDOT to present how the MTF Funds are used to benefit the Local Agencies, ensure good stewardship of the allocations and highlight some of the services provided by MDOT, to help the local program succeed, which are not reimbursed by MTF

2004 MTF Workshop

- MDOT has made a commitment to provide superior service to local agencies and be responsive to their needs

2004 MTF Workshop

MDOT service improvements during FY 2004

- Customer Service Training
- Commitment to conduct GI's within 30 days from the time a complete PS&E package was received by MDOT
- CRAM Council meetings attendance
- Partnered with CRAM through the Engineering Committee to discuss development and consistency issues

2004 MTF Workshop

MDOT service improvements during FY 2004

- Developed MDOT-LAP web site:
 - www.michigan.gov/mdotlap
- Finalized the document, “Local Agency Instructions for Preparing to Bid Federal-Aid Projects Through MDOT”
- Updated the “Local Agency Programs Guidelines for Geometrics,” in order to improve the consistency in MDOT staff review and provide the local agencies a basis for design

2004 MTF Workshop

MDOT service improvements during FY 2004

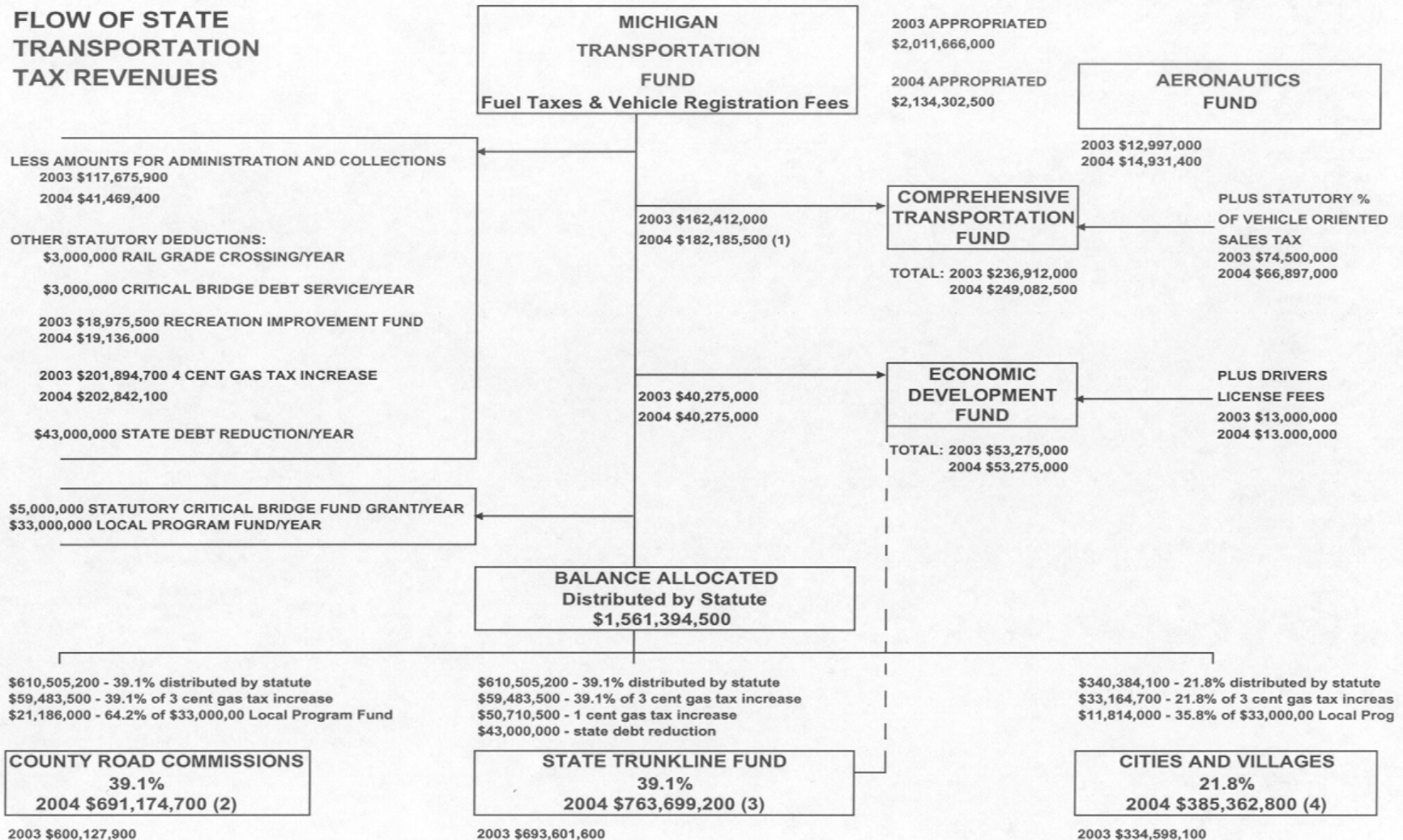
- Partnered on issues needing input from both sides to resolve (i.e. Bridge Re-engineering Process, Low Volume Road Guidelines, Work Zone signing, etc.)
- Presented an overview of LAP review process/requirements at the Local Engineers Workshop
- Added two additional positions in the Rural Unit to address the recurring need for consultant use

Uses of Michigan Transportation Fund's Revenues

Presenter: Myron Frierson

Michigan Transportation Fund Formula

FLOW OF STATE TRANSPORTATION TAX REVENUES



(1) This chart does not reflect the one time transfer of \$10M in 2004 from the Comprehensive Transportation Fund to the State Trunkline Fund authorized in PA 151 of 2003.

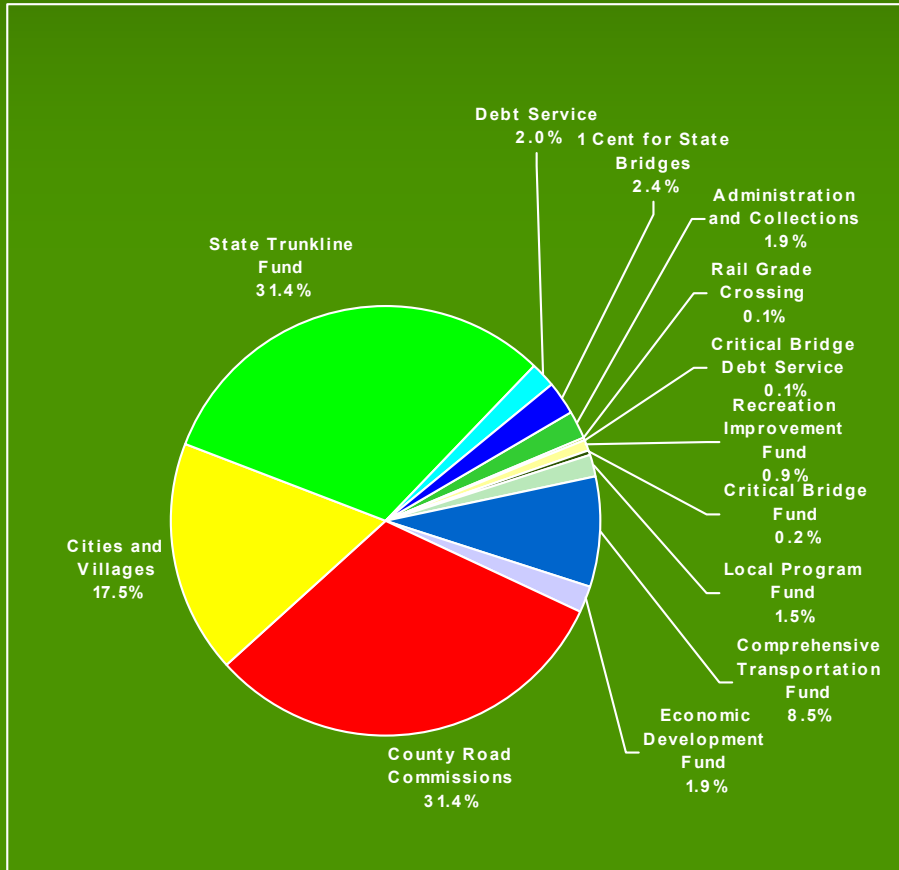
(2) Actual appropriation \$637,523,400 plus share of \$33M for total of \$658,709,400

(3) Actual appropriation \$761,227,900

(4) Actual appropriation \$355,447,800 plus share of \$33M for total of \$367,261,800

Michigan Transportation Fund - Distributions

**FY 2004 Distributions – Michigan Transportation Fund
PA 51 Formula Distributions**



**FY 2004 Distributions – Michigan Transportation Fund
PA 51 Formula Distributions**

Administration and Collections	\$41,469,400
Rail Grade Crossing	\$3,000,000
Critical Bridge Debt Service	\$3,000,000
Recreation Improvement Fund	\$19,136,000
Critical Bridge Fund	\$5,000,000
Local Program Fund	\$33,000,000
Comprehensive Transportation Fund	\$182,185,500
Economic Development Fund	\$40,275,000
County Road Commissions	\$669,988,700
Cities and Villages	\$373,548,800
State Trunkline Fund	\$669,988,700
Debt Service	\$43,000,000
1 Cent for State Bridges	\$50,710,500
Total	\$2,134,302,600

Data from FY 2004 Budget Book

Other Statutory Deductions

(in thousands)

	FY 2003 Appropriation	FY 2003 Expenditure	Lapse	FY 2004 Appropriation	FY 2005 Appropriation
Rail Grade Crossing	\$ 3,000	\$ 3,000	\$ 0	\$ 3,000	\$ 3,000
Critical Bridge Debt Service	\$ 3,000	\$ 2,156	\$ 844	\$ 3,000	\$ 3,000
Recreation Improvement Fund	\$18,976	\$18,509	\$ 467	\$19,136	\$19,203
1997 Bridge Portion of 4 Cent Gas Tax Increase	\$50,474	\$49,208	\$ 1,266	\$50,711	\$32,619
State Debt Reduction	\$43,000	\$43,000	\$ 0	\$43,000	\$43,000
Statutory Critical Bridge Fund Grant	\$ 5,000	\$ 5,000	\$ 0	\$ 5,000	\$ 5,000
Local Program Fund	\$33,000	\$33,000	\$ 0	\$33,000	\$33,000

MTF Fund Administrative Grants

(in thousands)

	FY 2003 Appropriation	FY 2003 Expenditure	Lapse	FY 2004 Appropriation	FY 2005 Appropriation
Legislative Auditor General	\$ 138	\$ 138	\$ 0	\$ 181	\$ 204
Department of State	\$90,430	\$85,725	\$ 4,705	\$20,000	\$20,000
Department of State (Plates)	\$ 4,069	\$ 3,147	\$ 922	\$ 0	\$ 0
Department of Treasury	\$10,225	\$ 9,020	\$ 1,205	\$ 6,700	\$ 7,839
Department of Environmental Quality	\$ 885	\$ 754	\$ 130	\$ 885	\$ 958
Workers Compensation	\$ 77	\$ 0	\$ 77	\$ 82	\$ 0
Information Technology Services	\$ 35	\$ 16	\$ 19	\$ 35	\$ 236
MDOT	\$11,928	\$11,071	\$ 857	\$13,668	\$15,150

History of MTF Grants to MDOT

Year	Appropriated	Actual
05	\$ 15,150,400	
04	13,668,300	--
03	11,928,100	\$ 11,071,119
02	12,931,200	10,673,923
01	12,634,900	9,794,864
00	10,682,500	10,452,882
99	8,006,300	7,724,751

MDOT Services Funded by MTF

Fiscal Year 2004

Business Area	Appropriations
---------------	----------------

Finance and Administration	\$ 1,128,000
Transportation Planning	4,745,000
Regional Planning Grants	488,800
Design	2,915,500
Asset Management Council	1,626,400
C & T	780,600
Real Estate	205,600
MMTS	1,697,400
Worker's Compensation	<u>81,500</u>

TOTAL

\$13,668,300

MDOT Services Funded by MTF
Fiscal Year 2004

MDOT Grant

\$ 13,668,300

Pro Rata Share Cost of MTF Grant to MDOT

Comprehensive Transp. Fund

\$ 1,366,830

Cities & Villages

2,681,720

Counties

4,809,875

MDOT

4,809,875

MTF and Federal Aid

Revenue vs Cost Fiscal Year 2004

MTFCities & Villages	\$385,362,800
MTFCounties	691,174,700
Local Federal Aid	<u>226,500,000</u>
Total	\$1,303,037,500

Local share of MTF grant to MDOT is \$7.5M.

This is .6% of total local revenue administered by MDOT.

Bureau of Finance & Administration

■ FY03 Appropriation	\$ 1,128,000
■ FY03 Expenditures	\$ 1,128,000
■ FY03 Lapse	\$ 0
■ FY04 Appropriation	\$ 1,128,000

Funding is used for contract bidding assistance for local projects, Local Act 51 mileage certification maps, and to cover costs associated with administering Local Act 51.

Bureau of Finance & Administration

Financial Operations Division

FY 2004 Appropriation

MTF Appropriation: \$676,400

Financial Operations Total Budget: \$6,025,400

MTF Provides 11% of Division Budget

Services Required by Federal Law

- Obligate Funds
- Revise Project Funding
- Maintain Project Records
- Run Billing Systems
- Process Local Agency Reimbursements –
Pass Through Payments
- Liaison With Federal Agencies

Services Required by Federal Law

- Year End Accounting for Projects
- Respond to Cost Participation
Inquiries/Discrepancies
- Final Projects

Services Required by State Law

- **Distribute Act 51 Dollars**
- **Process Act 51 Annual Reports**
- **Create Reports of Act 51 Data**

Other Services Provided

- Invoice Local Progress Billings
- Invoice Traffic Signal Costs Energy/Repairs
- Account for Local Agency Deposits

Services Not Reimbursed

- Act 51 Distribution System
- Act 51 Annual Report System
- Financial Obligations System
- Project Accounting System
- Billing Systems – Federal and Local
- Maintenance of Systems
- Financial Statement Preparation

Bureau of Finance and Administration
Contract Services Division
FY 2004 Appropriation

- MTF Appropriation \$319,300
 - Contract Services Total Budget: \$2,642,800
 - MTF Provides 12% of Division Budget
-

Services Required by Federal Law

Prequalification of Construction Contractors

- Bid Lettings
 - Award of Construction Contracts
 - Payment of Construction Contracts
-

Services Not Reimbursed

■ Transport and Field Manager

- ▶ AASHTO computer software system which is used to support several MDOT activities, including Contract Services Division processes
-

Bureau of Finance and Administration
Business & Administrative Services Division
FY 2004 Appropriations

- **MTF Appropriation: \$131,800**
- **B&ASD Total Budget \$7,346,000**
- **MTF Provides 2% of Division Budget**

Services Required by State Law

- Public Act 51 Maps
 - ▶ Collect Information
 - ▶ Develop Maps
 - ▶ Provide Maps to Transportation Planning

Questions and Answers

MTF Presentation

October 8, 2004

Bureau of Transportation
Planning

Presenter: Laura Nelhiebel

Services Required by Federal Law To Maintain Federal Aid Eligibility

Provide Statewide Planning Framework

(23 CFR Part 420 and Part 450)

- Long Range Plans (LRP) 20 Year Horizon
- State Transportation Improvement Program (STIP) 3 Year Horizon

Services Required by Federal Law

- Technical Processes Required for the LRP and STIP (Local Rural Program, Local Small Urban Program, Regional Planning Process)
 - Congestion Management Activities
 - Travel Demand Models
 - Financial Planning
 - Air Quality Program

Services Required by Federal Law

Data Collection and Technical Support to the Planning Process

- Information Required for Federal Reporting and Decision Making
 - HPMS
 - Size and Weight
- Information Required for Future Planning
 - MI Travel Counts
 - Single Station Origin and Destination Studies

Services Required by Federal Law

- Framework Activities
 - Provide Mileage by Jurisdiction
 - Basis for Linear Referencing System (LRS) Required Annually with Highway Performance Monitoring System (HPMS)
 - Federal Aid Urban Boundaries
 - Collection Aid for Number of Lanes, Annual Daily Traffic, etc., for HPMS Reporting

Services Required by Federal Law

Other Federally Required Planning Activities

- National Functional Classification (NFC)
- Discretionary Funding
- Nonmotorized Activities
- Local TEDF Program
- Safety Planning
- Border Crossing, Security and International Trade Issues
- National Scenic Byways

Services Required by State Law

Act 51 Administration

- Recording of Mileage Certification
- Local Road Reclassification Requests
- Jurisdictional Transfers
 - Between Counties and Municipalities
 - Between the State and Counties or Municipalities
- Annexation Reviews

Services Required by State Law

- Regional Planning Program
 - Created by Executive Directive in 1968
 - 13 Agencies
 - \$488,800 MTF Dollars
- Nonmotorized Activities
- Heritage Route Program

Services Required by State Law

Asset Management Council Activities

- Created by Legislation in 2002
- Directs the Department to Provide Qualified Administrative Staff
- The State Planning and Development Regions are to Provide Qualified Technical Assistance to the Council

Services Required by State Law

Traffic Operation Data Collection

- Conduct Traffic Flow Studies Annually at Nearly 300 Locations
- Conduct User Surveys for Other Modes of Transportation, such as Bus, Rail, and Air

Other Related Services

- Transportation Economic Development Fund
- Local Studies
- Research
- Contract Development, Administration, and Training

Other Related Services

- Monitoring other Federal legislation and rule making that affects Michigan transportation
- Safety Rail-grade Crossing Hazard Elimination
- Congestion Mitigation and Air Quality (CMAQ)
- Environmental Streamlining
- Metropolitan Planning
- Ethanol
- Amtrak Funding
- Homeland security
- Clean Air Act
- Clean Water Act

MTF FY2004 Appropriation

Services Req'd by Federal Law	\$ 1,186,256
Services Req'd by State Law	\$ 2,135,262
Other Related Services	\$ 1,423,508
Total MTF Appropriation	\$ 4,745,026
Total BTP Budget	\$ 23,735,170

MTF Provides 20% of BTP Budget

Questions and Answers

Bureau of Highways Development

Bureau Director: John Polasek

**Design Support Area:
Mark VanPortFleet**

**Local Agency Programs
Presenter: Rudy Cadena**

Services Required by Federal Law

- Oversee environmental and public involvement process
- Initiate obligation of funds with FHWA
- Assure that plans, specifications, estimates and design exceptions are acceptable for funding:
 - Schedule and conduct grade inspections
 - Review plans, specifications, estimates and pay items
 - Provide technical assistance to local agencies and their consultants in preparing plans
 - Find design exceptions acceptable for funding
 - Assemble project proposal and addenda
 - Authorize and approve Force Account reimbursements

Main Federal-Aid Programs

- STP – Urban
- Congestion Management (CMAQ)
- Safety (STH)
- Urban - Economic Development Federal C (EDCF)
- Rural - Economic Development Federal D (EDDF)
- Rural STP
- STP - Enhancement – Federal (ENH)
- High Priority Projects (HPP)
- Emergency Relief (ER)
- Federal Forest Highway Funds (FFH)
- State Park Access Funds
- Federal Bridge Rehabilitation and Replacement (HBRRP)
- Other Federal Discretionary funded projects

State Funded Programs

- Economic Development Category A (EDDA)
Industrial development
- Economic Development Category C (EDDC)
Reduction in traffic congestion in urban areas
- Economic Development Category D (EDD)
All season routes
- Economic Development Category F (EDDF)
Road and street improvements in cities in rural counties
- Build Michigan III
- Michigan Critical Structures Funds (MCS) - critical bridge
- Discretionary “M” Funds

Services Required by State Statute:

Critical Bridge Funds

- For FY'04, administer the State Critical Bridge Program; Provide the Chairman (Mark Harrison) and Secretary (Carl Smith) for the Critical Bridge Advisory Committee;
- In FY '04, 49 bridge replacement projects funded with \$35.2 mil in federal and state bridge funds. The State funds were used, primarily, to match federal funds at 80/15/5
- Began FY '04 with \$3.5 mil carryover in State Critical Bridge Fund; added \$5.7 mil; spent \$8.9 mil; which leaves a carryover of \$300,000 to begin FY'05

MTF Funding - FY 2004 Appropriations

- FY'04 MTF appropriation was approx \$2.9 mil
- \$1.7 mil was used for LAP salaries, wages, benefits and travel expenses
- Of the \$1.2 mil available for consultant use, \$126,000 was spent and \$1.174 mil will lapse
- The total FY '04, Federal and State-Aid Local Program was 391 projects
- LAP's FY '04 budget was 0.7 % of the total Federal and State-Aid Local Program
- Average cost to administer a project, through LAP was approximately \$4,600 per project

TOTAL FUNDING FOR LAP STAFF FOR FISCAL YEAR 2004, WAGES & BENEFITS = \$1.7 mil

- Administration: No MTF funds were used
- Urban & Safety Programs: \$466,560
- Rural & Enhancement Programs: \$430,986
- Local Bridge Program: \$457,566
- Technical Support (Spec's & Estimates): \$133,876
- Agreements & Railroad Coordination: \$195,019

Number of Projects, Let to Contract

- FY 1998 – Total of 433
- FY 1999 – Total of 320
- FY 2000 – Total of 377
- FY 2001 – Total of 330
- FY 2002 – Total of 396
- FY 2003 – Total of 423
- FY 2004 – Total of 391

Organizational Overview

- Local Agency Programs: Rudy Cadena,
(517) 335-2233, Cadenar@michigan.gov
- Administrative Assistant: Michele Conklin,
(517) 373-9590, Conklinm@michigan.gov
- Urban & Safety Program Manager: Larry Strzalka,
(517) 335-2220, Strzalkal@michigan.gov
- Rural & Enhancement Program: Doug Needham,
(517) 335-2229, Needhamd@michigan.gov
- Local Bridge Program Manager: Mark Harrison,
(517) 373-2346, Harrisonm@michigan.gov
- Agreements & RR Coordination: Bill Stonebrook,
(517) 373-2281, Stonebrookb@michigan.gov

Questions and Answers

**Bureau of Highways
Development/Real Estate
Support Area**

Presenter: Kelly Ramirez

Article 5 of the U.S. Constitution Reads:

“No person shall be deprived of life, liberty or property, without due process of law; nor shall private property be taken for public use without just compensation.”

Right-of-way for all State and Federally funded, Local Agency projects MUST be completed in accordance with the applicable State and Federal laws, including:

- The Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended; and
- The provisions of 23 USC, 23 CFR and 49 CFR
- The Uniform Condemnation Procedures Act of 1980, No. 87, as amended.

All Local Agency projects, involving acquisition MUST:

- Prepare an appraisal and complete an appraisal review of the property to be acquired;
- Prepare a Replacement Housing or Rental Determination, for each property to be acquired;
- Provide a written good faith offer to the property owner, stating the amount of just compensation for the property;
- Provide at least 90 days written notice to vacate the occupied property; and
- Offer full relocation benefits to the property owner.

The Real Estate Support Area

provides the following services:

- Provide training in the Federal Uniform Relocation and Acquisition Policies Act and the Uniform Condemnation Procedures Act;
- Review and approve Local Agency right-of-way plans;
- Provide project guidance for problem real estate parcels;
- Monitor Local Agency projects for compliance with State and Federal regulations, including appraisal, acquisition, relocation and right-of-way clearance activities;
- Provide training based on audit recommendations and provide corrective actions for non-compliance issues; and
- Approve project certifications for letting.

Objectives of the Real Estate Support Area:

- Facilitate the acquisition of right-of-way; and
- Provide assistance, guidance and training, where needed.

The Real Estate Support Area's commitment to Local Agencies is to:

- Provide support to all Local Agencies;
- Provide guidance and assistance to all Local Agencies;
- Provide proper resources and information to all Local Agencies; and
- Provide training to all Local Agencies.

Over the next fiscal year, the Real Estate Support Area is committed to providing more personnel and more resources towards the formal training of Local Agencies, throughout the state.

Questions and Answers

Bureau of Highway Delivery

Bureau Director:
John Friend

Presenter: Andre Clover

C & T Support Area

Brenda O'Brien

Research Area

- FY04 Appropriation (MTF) \$ 780,600
- FY04 Expenditures (approx.) \$ 282,110

MTF: Provides the 20% match for the SPR- Research (Part-II)

31 research projects (FY04 Program Amount: \$1.3M) and includes

program administration.

- FY04 LTAP (No MTF used) \$ 368,000

LTAP: Federal: \$324,990; State: \$14,080; MTU: \$28,930

Supports the Local Technical Assistance Program (LTAP) Center @MTU. The program provides transportation-related information and training to rural and urban governmental agencies within Michigan.

C & T Support Area

Brenda O'Brien

Construction Contracts

Services Provided To Local Agencies

- Contract administration support
- Assistance in processing contract modifications
- Provide technical assistance
- When necessary; secure formal approvals:
 - State Transportation Commission
 - State Administrative Board
- Maintains summary file of project changes
- 48 percent of staff time logged in support of LAP
- Annual administrative costs approximately \$96,000.
- No MTF funds used.

C & T Support Area

Brenda O'Brien

Construction Paving

Services Provided To Local Agencies

- Mix design verification
- Testing reference samples
- HMA plant certification
- Asphalt binder & emulsion certification
- Design and construction assistance
- 10 percent of staff time logged in support of LAP
- Annual administrative costs approximately \$88,406.
- No MTF funds used.

C & T Support Area

Brenda O'Brien

Pavement Evaluation

Services Provided To Local Agencies

- Engineering assistance in analyzing survey results and selecting best fixes
- Technical assistance regarding pavement friction, texture, ride quality, performing pavement condition surveys
- Technical assistance regarding concrete rubblizing and coring.
- Advise on camera pipe inspection
- Approximately 1040 hours annually in engineering assistance to support LAP
- Approximately 650 hours annually in technical assistance to support LAP
- Annual administrative costs approximately \$72,200.
- No MTF funds used.

C & T Support Area

Brenda O'Brien

FieldManager Support

Services Provided To Local Agencies

- Copy of FieldManager software
- New releases
- General software support
- Software technical support provided by Info. Tech, Inc.
- On an as-needed basis provide 2-day training for local agency personnel.
- Annual direct costs approximately \$80,000.
- MTF funds used- Any portion remaining of the IDG.

C & T Support Area

Brenda O'Brien

Training Support

Services Provided To Local Agencies

- Assistance in providing certification training for local agency personnel in the following areas:
 - Concrete
 - Aggregate
 - Density
 - Bituminous QA/QC
- Annual direct costs approximately \$32,000
- No MTF funds used.

BOH - Delivery
Region Operations
(Enhancement Projects)

Region/TSC
Field and Office Staff
(Not charged to Projects)

Services Provided To Local Agencies

- Attend pre-construction meetings
- Assist administering contract modifications
- On an as-needed basis; review local agency project documentation on testing and materials to assure federal funding
- Assist with Contractor payment approvals
- Approximately 2080 hours annually for combined engineering and technical assistance to support LAP
- Annual administrative costs approximately \$91,000.
- No MTF funds used

SUMMARY

C&T Support Area

▪ Engineering/Technical Assistance	\$368,606
▪ LTAP Assistance	\$368,000
▪ Research Assistance	\$780,600

Region/TSC Staff

▪ Engineering Assistance	\$ 91,000
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Grand Total	\$1,608,206
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Organizational Overview

C&T Support Area

- Research Group: Jon Reincke (517) 322-5695
- Const. Contracts: Jason Gutting (517) 322-6630
- Const. Paving: Curtis Bleech (517) 322-1237
- Pavement Eval.: John Staton (517) 322-5701
- Field Manager: Kevin Fox (517) 322-6223
- Training Support: Terri Lavoy (517) 322-6792

Region Operations - C&T Representatives:

- Superior- Randel VanPortfliet (906) 786-1800
- University- Mark Chaput (517) 750-0428

Questions and Answers

Multi-Modal Transportation Services Bureau

Freight Services & Safety Division
Rail Safety Section
Local Grade Crossing Program

Presenter: Deb Brown

Services Required by Federal Law

- Data Collection & Crossing Inventory
 - Approx. 5000 public at-grade crossings in Michigan
 - 4700 local
 - 300 trunkline
- Prioritization Process
- Crossing closure goal – 25%

Services Required by State Statute

- Diagnostic Study Team Reviews (DSTRs)
- Formal Inspections
- Order Compliance Monitoring and Enforcement
- Close Clearance Investigations
- Railroad Employee Complaint Investigations
- Assure that Railroads Inspect Bridges
- Prioritization Process
- Administer Projects and Funding

Local Grade Crossing Program

Develop Prioritized List of Crossings

- 55 Projects Authorized in FY04
 - Under MDOT/Railroad Master Agreements
 - On Behalf of Local Agencies
 - Includes Funding Assistance for Local Road Projects
 - Includes Railroad Portions of LAP Projects
 - Monitor Projects From Inception Through Closeout
- 300 Active Projects at any Given Time
- Closure Cash Incentive Payments
 - Statutory Change in Late 2002
 - Concluding Ongoing Negotiations (6 FY04 Closure Resolutions)
 - Full roll-out of new program in early 2005
 - Goal: 20 closures/year
- \$2.1 Million MTF – Program
 - \$5 Million Federal
- \$500,000 MTF – Administrative

Rail Safety Section

- Conducted On-Site Reviews at 2400 Crossings
- Conducted 78 DSTRs
 - Prioritized Crossings
 - Road Projects
- Resolved 12 Close Clearance Issues
- Resolved 4 Railroad Employee Complaints
- \$1.2 million MTF – Administrative

Organizational Overview

Freight Services & Safety Division Administrator:
Melvin Williams

517-373-6494; williamsm@michigan.gov

Rail Safety Section: Tina Hisson
517-335-2592; hissongt@michigan.gov

Local Grade Crossing Program: Deb Brown
517-373-9027; browndeb@michigan.gov

Questions and Answers

CLOSING COMMENTS FROM CRAM